



Ndlambe

Local Municipality

Province of the Eastern Cape

**SERVICE DELIVERY AND BUDGET
IMPLEMENTATION PLAN (SDBIP)
2014/2015**

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

Introduction

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the Municipal Finance Management Act (Act 56 of 2003) (MFMA).

The budget gives effect to the strategic priorities of the municipality and is not a management or implementation plan. The SDBIP therefore serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring performance in service delivery against end-of-year targets and implementing the budget.

The SDBIP concept

The SDBIP provides the vital link between the mayor, council(executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a **management, implementation and monitoring tool** that will assist the mayor, councillors, municipal manager, senior managers and community. A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council. It enables the municipal manager to monitor the performance of senior managers, the mayor to monitor the performance of the municipal manager, and for the community to monitor the performance of the municipality. This enables the mayor and municipal manager to be pro-active and take remedial steps in the event of poor performance. The SDBIP aims to ensure that managers are problem-solvers, who routinely look out for unanticipated problems and resolve them as soon as possible. The SDBIP also enables the council to monitor the performance of the municipality against quarterly targets on service delivery.

The SDBIP legislative context

The MFMA defines the SDBIP as a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget.

MFMA Extract

Budget processes and related matters

53.(1) The mayor of a municipality must-

- (c) take all reasonable steps to ensure-
- (ii) that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

Budget implementation

69.(3) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor-

(a) a draft service delivery and budget implementation plan for the budget year.



2014/2015

**APPROVAL OF THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION
PLAN**

The Service Delivery and Budget Implementation Plan for 2014/2015 as set out below is hereby approved in terms of section 53(1)(c)(ii) of the MFMA.

A handwritten signature in black ink, consisting of a large loop and a trailing line, positioned above a dotted line.

Cllr S Tandani
Mayor

MUNICIPAL MANAGER

SDBIP (Service Delivery and Budget Implementation Plan)

Objective	Strategy	Key Performance Indicator	Responsible department	Annual Target	Means of verification	Weighting	Funding	Budget 2014/2015	Target Sep '14	Target Dec '14	Target March '15	Target June '15
To promote economic growth in Ndlambe through creation of improved access to sustainable income-generating activities	Develop and grow LED and SMME opportunities	Number of direct jobs and job opportunities created	LED and All Directorates		8 SMME Strategy in place		Grant funding					
		Provision of support to SMME's	LED unit		8 Capacitated and sustainable SMME's		Grant Funding					
		New economic development initiatives established and supported	LED Unit		3 Economic Initiative established and supported		Grant funding and OPEX					
	Facilitate Memorandum of Understanding with relevant agencies to support SMME Development	Easy access to business support and advice	LED Unit		2 Signed MOU		Grant funding					
		Increase investment into the local economy	LED Unit		2 Signed MOU		Grant funding and OPEX					
	Facilitate land acquisition for emerging farmers	Land acquisition for emerging and local farmers	LED Unit		4 List of farms available for purchase		Grant funding					

	Mentoring of emerging farmers	LED Unit	4	Empowered and capacitated emerging farmers	Grant funding							
	Actively participate in district land Reform programme	LED Unit	4	Recapitalised and fully operational farms	Grant funding							
Develop and grow tourism capability of Ndlambe	Increase in the number of tourists both local and outside tourists visiting the area	LED Unit	60	Increase in the occupancy rate of establishments	Grant funding and OPEX							
		LED Unit	2	Representation on Indaba and Trade Shows	OPEX							
	increase and improve tourism product development	LED Unit	2 Tourism Product	Tourism Product developed and funded	OPEX and Grant							
	Improve tourism infrastructure facilities around Ndlambe through monitoring and co-ordination with funders	LED Unit	1	Increase in number of improved infrastructure facilities	Int Opex							
	Establishment of a well represented Local Tourism Office LTO	LED Unit	1	Represented and functional LTO that complies with LTO Guidelines	Grant funding							
	Provision of support to Tour Guides	LED Unit		Tour Guides registered with EC Tour Guides D Base as per required sector standards	Grant funding							

<p>Prioritise and promote skills development</p> <p>The municipality utilises high quality strategic planning and management processes to organise work, establish intergovernmental relationships and document performance in the municipality</p>	Staffing of LED Unit	LED and HRD	3	Resourced and capacitated LED Unit	OPEX					
	Institutional capacity building of LED Unit.	LED Unit	1	Funding received for Institutional capacity building	Grant funding					
	Availability of monthly/quarterly reports	IDP Unit	12 Monthly reports and 4 quarterly reports per directorate	Monthly and quarterly reports	Internal	171 380	42 845	42 845	42 845	42 845
	Annually reviewed IDP	IDP Unit	Single council approved IDP	Final reviewed and credible IDP document	Internal	150 000	25 000	30 000	30 000	65 000
	IGR structures to be in place	Office of the MM and all Directorates	Functional IGR structures to promote programme integration and synergy	Structured IGR strategy		40 000	10 000	10 000	10 000	10 000
	Structure participation in district and provincial IGR	Office of the MM and all directorates	100 % attendance of structured IGR meetings / stakeholder engagements	Attendance registers and invitations	Internal	150 000	40 000	40 000	40 000	40 000

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[illegible]

Implementation of the Internal Audit Plan	Detailed reports to the Municipal Manager and the Audit Committee on the work done in the Internal Audit Plan.	Internal Auditor	4 quarterly Internal Audit reports	Quarterly Internal Audit Reports		Int Opex	90 368	22 592	22 592	22 592	22 592
Performance Management System Implementation	Detailed reports on the PMS implementation plan.	Internal Auditor	4 quarterly Internal Audit reports	Quarterly Internal Audit Reports		Int Opex	90 368	22 592	22 592	22 592	22 592
Quarterly performance reviews of Section 57 Assessment Reports	Internal Audit reports on the quarterly assessments of Sec 57 employees	Internal Auditor	4 quarterly Internal Audit reports	Quarterly Internal Audit Reports		Int Opex	90 368	22 592	22 592	22 592	22 592
Develop and implement Audit Charter	Audit Charter reviewed and implemented	Internal Auditor	Internal Audit Charter that is informed by King III Report	Audit Charter		Int Opex	30 333	7 583	7 583	7 583	7 583
Development of Internal Audit Plan	Annual reviewed Internal Audit Plan	Internal Auditor	Annual Internal Audit Plan (2014/15)	Internal Audit Plan (for the period ending 30 June 2015)		Int Opex	30 333	7 583	7 583	7 583	7 583
Review of Internal Audit Implementation Framework	Annual reviewed Internal Audit Implementation Plan	Internal Auditor	Annual Internal Audit Implementation Plan (2014/15)	Internal Audit Implementation Plan (for the period ending 30 June 2015)		Int Opex	30 333	7 583	7 583	7 583	7 583
Development of Municipal Risk Management Policy	Risk Management Policy developed and implemented	Internal Auditor	Adopted Risk Management Policy	Adopted Risk Management Policy		Int Opex	30 333	7 583	7 583	7 583	7 583
Development and implementation of the Risk Management Plan	Risk Management Plan reviewed and implemented	Internal Auditor	Reviewed Risk Management Plan.	4 Risk Management Reports		Int Opex	7 170	1 793	1 793	1 793	1 793

Establishment of the risk orientated municipality	Annual reviews on municipal's Risk Register	Internal Auditor	Annual Risk Register reviews	Updated Risk Register (Including agendas, minutes and reports of risk meetings)	Int Opex	2 030	508	508	508	508
All communities are well informed regarding the work of the Municipality and participate constructively in relevant dialogues service delivery incorporating both capital and organisational costs	Appointments of Risk Coordinator within the different directorates	Internal Auditor	Appointment of 1 Risk Coordinator	Appointment Letters (Risk Coordinators)	Int Opex	2 871	718	125	125	125
Establishment of Stakeholders Forum	Stakeholders Forum	PPM	1 Forum	List of members of the forum		239 725	59 931.25	59 931.25	59 931.25	59 931.25
Presidential Hotline	Functional and Accessible Presidential Hotline to report fraud, corruption and relevant service delivery issues and complaints	PPM	1 Hotline	Monthly Reports						
Manage petitions from the public	Number of petitions resolved and concluded	PPM	100%	Petition Register						
Co-ordinating the work of CDW's	Quarterly reports	PPM	24 Reports	Reports and meetings						
Adoption of the Public Participation Strategy	Submission of Draft Public Participation Strategy to Council for Approval	PPM	1 Adopted Strategy	Council Resolution						
Loud hailing and awareness programmes, institutionalised days		PPM				289 725	0	144 874.50	72 431.25	72 431.25

Maximise the use of Information and Communications Technology (ICT)		Stable Network infrastructure and functional equipment	IT Manager	100%	Stable network infrastructure and functional equipment		Internal	3 498 094	1 087 994	844 004	749 574	816 524
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COMMUNITY/PROTECTION SERVICES
DIRECTORATE

DIRECTORATE: COMMUNITY/ PROTECTION SERVICES: SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) 2014/2015

OBJECTIVE	KPI	RESPONSIBLE SECTION	ANNUAL TARGET	MEANS OF VERIFICATION	WEIGHTING	FUNDING	BUDGET 2014/2015	TARGET OCT – DEC 2014	TARGET JAN – MARCH 2015	TARGET APRIL – JUNE 2015
KPA 1 – BASIC SERVICE DELIVERY – 75%										
1.1 ENVIRONMENTAL HEALTH – VOTE – 01-10-15										
1.1.1 Monitoring of compliance of potable water in accordance with SANS Standards and other guidelines	1.1.1.1 Number of investigated communicable diseases affecting children under 5 years old which are reported	Environmental Health	100% investigations	Notification reports from health facilities; notification register; investigation reports and monthly reports	5%	OPEX (Subsidy from CDM)	34 610	11 536	5 035	11 536
	1.1.1.2 Number of food & water samples taken according to a schedule to ensure compliance with FCD Act & SANS 241 standards respectively	Environmental Health	348 samples are taken in all Wards	Food and water sampling schedule Food & Water sample results; sampling register; monthly reports	5.5%	OPEX VOTE: 6830	55 000	13 750	13 750	13 750
	1.1.2.1 Number of food-selling premises with Business Licence and Certificate of Acceptability (COA) in accordance with relevant Acts & Regulations by the end of the financial year	Environmental Health	120 businesses have business licenses & COA	Database; Food-Handling Premises (FHP) register; Business Licences & COA registers; or similar documents	5%	INCOME LEDGER: 5027	INCOME LEDGER: 5027	INCOME LEDGER: 5027	INCOME LEDGER: 5027	INCOME LEDGER: 5027

1.2 ENVIRONMENTAL CONSERVATION – VOTE – 01-10-01 / 01-10-21 / 01-10-22/

1.2.1 Communities and visitors in Ndlambe utilise the natural resources / assets in a sustainable manner for economic and recreational purposes, in accordance with the available legislative framework	1.2.1 Number of people reached through outreach on environmental conservation / education programmes	Environmental Conservation	600 people in all Wards	Programme schedules; Monthly reports with accompanying independent documentation	5%	OPEX VOTE: 6385	19 200	5 500	7 100	3 100	3 500
	1.2.2 Number of law enforcement activities on rivers, beaches and nature reserves	Environmental Conservation	380 patrols	Monthly reports, planned patrol schedule, fines or J534's issued /register and other accompanying documentation	6%	OPEX VOTE: 6215	242 040	80 000	105 000	30 000	27 040
	1.2.3 Continued implementation of the Working for the Coast (WfC) project as a labour intensive initiative	Environmental Conservation	2 Projects	MBB/DWAE Business Plan, Implementation Reports & Minutes of Project Advisory Committee (PAC)	6%	Grant funding : DEA		As per approved Business Plan	As per approved Business Plan	As per approved Business Plan	As per approved Business Plan
	1.2.4 The 90% carrying capacity within the Nature Reserves is not exceeded	Environmental Conservation	90% carrying capacity	Monthly reports; game count reports (inclusive of capacity management / reports) and other accompanying documentation	2%	INCOME LEDGER: 5308	INCOME LEDGER: 5308	INCOME LEDGER: 5308	INCOME LEDGER: 5308	INCOME LEDGER: 5308	INCOME LEDGER: 5308
	1.2.5 Number of beach facilities maintained at a standard equivalent to Blue Flag standard & receiving at least a 90% rating	Environmental Conservation	3 Beaches	Assessment reports (WESSA); daily monitoring sheet; independent documents	6.5%	OPEX VOTE: 6316	120 000	120 000	0	0	0

KPA 2 - LOCAL ECONOMIC DEVELOPMENT - 5%									
2.1 ECONOMIC GROWTH									
2.1.1 The economic growth in Ndlambe is supported through the creation of improved access to sustainable income-generating activities for the unemployed	2.1.1.1 Number of projects implemented in line with EPWP principles	Director : Community/ Protection Services	4 Projects	Project Implementation report; project register	5%	OPEX	N/A	N/A	N/A
KPA 3 - MUNICIPAL & INSTITUTIONAL TRANSFORMATION & DEVELOPMENT - 5%									
3.1 COMPETENT AND PERFORMANCE-DRIVEN OFFICIALS									
3.1 Municipality is able to meet performance targets through the effective management of competent municipal officials/staff	3.1.1 Number of staff trained in accordance with the Skills Development Plan	Director : Community/ Protection Services	8 staff members trained	Training Implementation report / Work Skills Plan report	5%	OPEX TRAINING VOTE	As per SWP	As per SWP	As per SWP
3.2 Integrated Development Plan / Strategy Plan	3.2.1 The Municipality utilises a high strategic planning and management processes to organise work	Director : Community/ Protection Services	Increase in the number of quarterly reports that are based on the IDP objectives and targets	Submitted IDP Reports	2%	AS PER IDP BUDGET	AS PER IDP BUDGET	AS PER IDP BUDGET	AS PER IDP BUDGET
KPA 4 - MUNICIPAL FINANCIAL VIABILITY - 5%									
4.1 REVENUE COLLECTION									
4.1 All income generated in terms of tariffs, fines, applications, fees, are collected in accordance with Ndlambe Budget Tariff list and admission of guilt fine list	4.1.1 Tariffs and application fees as per the approved 2014/2015 tariff list	Director : Community/ Protection Services	Compliance of fines, tariffs and fees in accordance with schedule	Approved Tariff list 2014/2015, Monthly Reports and statistics	4%	INCOME LEDGER	INCOME LEDGER	INCOME LEDGER	INCOME LEDGER

	4.1.2 Produce financial statements that meet the requirements of National Treasury / GRAP	Director : Community/ Protection Services	To obtain a clean audit report for Ndlambe Municipality by 2016 by addressing all issues raised by the Auditor General in the previous years	Audit Report regarding Community/Protection Service	2%			AS PER AUDIT REPORT	AS PER AUDIT REPORT	AS PER AUDIT REPORT	AS PER AUDIT REPORT	AS PER AUDIT REPORT
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NOTES: N/A denotes that costs applicable to the indicator are incorporated in the operational expenditure (OPEX) budget and cannot be itemised individually. Where an amount has been indicated, it is reflected in the OPEX budget as a line item and has thus been specifically been itemised.

CORPORATE SERVICES DIRECTORATE

CORPORATE SERVICE SDBIP 2014/2015

INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

Objective	Strategy	Key Performance Indicator	Responsible department	Annual Target	Means of verification	Weighting	Funding	Budget 2014/2015	Target Sep '14	Target Dec '14	Target March '15	Target June '15
Develop an institutional plan for the municipality	Legally compliant HR Strategic Framework	HR Strategy Framework and Implementation Plan	HRM	50% Implementation	Monthly reports		Internal OPEX 01 25 25 6560	R 2 500	R 300	R 400	R 800	R 1 000
Competent and performance driven municipal officials	IDP aligned organisational structure		HRM	Reviewed organisational structure	Structure adopted by council		Internal OPEX 01 25 25 6560	R 500	None	Co-ordination with departments R 100	Draft structure R 150	Final structure adopted by Council R 250
	Develop a plan for capacity of staff	Workplace Skills Plan & Annual Training Report	HRM	WSP & ATR	WSP & ATR submitted to LSSETA		Internal OPEX 01 25 25 6560	R 1 000	None	Conduct skills audit R 250	Compilation of WSP R 100	WSP adopted by Council and submitted to LSSETA R 650
		Implementation of WSP	HRM	25% of Staff trained	Training Report		OPEX - 012525 6650	R 350 000.00	R 25 000.00	75 000.00	180 000.00	70 000.00
		Provide access for inservice training to under-graduates	HRM	Increase number of students given opportunity for inservice training	Register students taken		OPEX - 012525 6650001	R 40 000.00	R 10 000.00	10 000.00	10 000.00	10 000.00
		Bursary for the matriculants	HRM	Selected matriculants funded for tertiary registration	Registration paid to HET institution		OPEX - 012525 6375	R 100 000.00	R 0.00	0.00	100 000.00	0.00
Municipal transformation		Have a diverse workforce	HRM	Employment Equity Reporting	Employment Equity submitted to D.o.L		OPEX - 012525 6560	R 500	R 0.00	R 0.00	R 0.00	R500.00 - EE Report submitted to D.o.L 15/01/15
	Have better employer and employee relations	Improved relations between management and employees	HRM	LLF meetings taking place monthly as per the Collective Agreement	Minutes of LLF		OPEX - 012525 6560	R 800	3 LLF meetings R 150	3 LLF meetings R 150	3 LLF meetings R 150	3 LLF meetings R 150
HIV/AIDS												
	Facilitate the development of a workplace strategy on HIV/AIDS	HIV/AIDS Workplace Strategy	HRM	Strategy developed and adopted by Council	Strategy		OPEX - 012525 6560 700	700		Table strategy to LLF 200	Table strategy to Council for adoption 300	HIV & AIDS STRATEGY IN PLACE FOR implementation
	Create awareness campaigns	Conduct awareness	HRM	HIV/AIDS Awareness Day	Awareness campaigns		OPEX - 012525 6201	11000	0	11000	0	R 0.00
Administration of Sport	Create a healthy environment for municipal Councilors and officials through sport	Participate in interdepartmental sporting activities	HRM	1 game per quarter	Reports		OPEX - 012525 6850	12 000		12 000		
Re-habilitation of staff	Employee assistance programmes	Assist staff through other agencies	HRM		Reports		OPEX - 012525 6203	80 000	15 000	25 000	20 000	0
Skills development levies	Pay levies to SARS in line with finance dept.	acknowledgement of receipt	HRM		Reports		OPEX - 012525 6850	25 000	5 000	8 000	8000	4 000
Travelling interviews	Recruitment of staff	Candidates being interviewed	HRM	Monthly payments	Finance reports		OPEX - 012525 6775	11 300	2 825	2 825	2 825	2 825
Subsistence & Travelling	Attending to Council business	Ndlambe being represented in other matters outside office	HRM	Pending to matters to be attended	Travelling claim		OPEX - 012525 6780 002	33 000	8 250	8 250	8 250	8 250
Stores & Materials	Keep offices clean and hygienic	Office being cleaned	HRM	Offices to be cleaned daily	Attendance register		OPEX - 012525 6780	35 000	8 750	8 750	8 750	8 750
HR Admin - Printing & Stationery	Buy stationery to be able to do general administration	Stationery being bought and supply	HRM	Procurement of registers	Goods received		OPEX - 012525 6740	3 000	750	750	750	750
HR Admin - Advertising	To advertise for recruitment drive	advert placed	HRM	Advertisement of posts as when requested	Reports		OPEX - 012525 6560	4 200	1 050	1 050	1 050	1 050
Repairs Furniture and equipment	To repair office equipment	office equipment in good condition	HRM	HRM Staff to be presentable	Reports		OPEX - 012525 6210	47 000	11 750	11 750	11 750	11 750
Protective clothing	to provide HRM with uniform	corporate image	HRM				OPEX - 012525 7080	3 200	0	0	3 200	0
	to provide teas for HRM related workshops and meetings	Teas arranged and provided	HRM	Teas provided	Income and Expenditure Report		OPEX - 012525 6561	15 000	0	15 000	0	0
Teas			HRM				OPEX - 012525 6810	6 500	1 625	1 625	1 625	1 625

Subscriptions	for the municipality to subscribe to relevant institutions when necessary to ensure payment of Medical Practitioner for employees		HRM	Subscriptions paid	Invoice	OPEX - 012525 8770	8 00	200	200	200	200
Insurance workman compensation			HRM	Payment of Doctors		OPEX - 012525 6450	15 000	3 750	3 750	3 750	200
Insurance general			HRM			OPEX - 012525 6440	10 000	2 500	2 500	2 500	3 750
Depreciation	to ensure that the section has budgeted for depreciation of assets to ensure that HRM computer are procured and maintained when necessary		HRM			OPEX - 012525 8364	15 000	3 750	3 750	3 750	2 500
Computer Programmes	Well functioning HRM Computer programmes (Payday)		HRM			OPEX - 012525 8350	40 000	10 000	10 000	10 000	3 750
Enhance access to information services and knowledge resources for public through provision of	Increase in number of functional and accessible libraries in within Ndiambe		ADMIN	One new Library	One new Library In Kwa-Nqubela	DSRAC Grant	0.00	0	0	0	10 000
	Building of a new library			One new Library		OPEX-0125308910 OPEX-0125308740	2 000.00 1 500.00	400 300	200 500	300 400	100 300
	Functioning of KwaNtongkubela Library	Official opening of kwaNtongkubela library	ADMIN	KwaNtongkubela library opened and functional	KwaNtongkubela library functional	OPEX-0125308400 OPEX-0125308700 OPEX-0125308740	13 000 1 000 3 000	3 000 200 900	3 000 300 500	4 500 400 1 000	25 000 100 600
	Create awareness on library services	Conduct awareness campaigns	ADMIN	4 campaigns per Library through out Ndiambe	Reports	OPEX-0125308500 OPEX-0125308740 OPEX-0125308810 OPEX-0125308488	8 000 5 000 1 000 40 000	1 500 1 000 500 0	2 000 1 000 200 0	1 500 1 800 160 40 000	1000 1 200 140 0
	Ensure effectiveness of Library committees	1 meeting per library Quarterly	ADMIN	4 committee Meetings annually	Training Report	CACADU	0	0	0	0	0
	Learner Support Programme		ADMIN	Results improvement in Maths and Science through Municipal pilot project	Assessment report from schools	OPEX-0125308580 OPEX-0125308810	R 3 500 R 1 000	R 875 R 250	R 875 R 250	R 875 R 250	R 875 R 250
	Training and development for library staff	to ensure development of staff	ADMIN	40% of staff Trained 2 assistant Librarians Registered for Librarian Qualification	Attendance register	OPEX-0125308500 OPEX-0125308740	R 2 500 R 2 000	R 625 500	R 625 500	R 625 500	R 625 500
Substance and Travelling	Attend library business	ensure Ndlambe representation to all Approved Library events	ADMIN	GRANT FUNDING	Training report						
Printing and Stationary	Provide Administrative services for all Ndiambe Library	Office Machinery fully Functional	ADMIN	Income and Expenditure report	Budget Spent	OPEX-0125308780 OPEX-012530 8740	R 30 000 R 3 000	R 7 500 R 750	R 7 500 R 750	R 7 500 R 750	R 7 500 R 750
Rental office Machine	Ensure smooth running of ndlambe Libraries	Pay levies to SARS in line with finance dept.	ADMIN	Service rendered to the members of the public	Report	OPEX-012530 8660	R 30 000	R 7 500	R 7 500	R 7 500	R 7 500
Skills development	Ensure the safety of the library buildings and employees	Acknowledge Receipt efficient and proper security system	ADMIN	Monthly Payment	Report	OPEX - 012530 8775	16 210	4 052.50	4 052.50	4 052.50	4 052.50
Security Guards	for the municipality to subscribe to relevant institutions when necessary	List of lost books	ADMIN	Subscriptions paid	Report	OPEX - 012530 8710	15 000	3 750	3 750	3 750	3 750
Subscription	Ensure recovery of lost library books	Tees arranged and provided	ADMIN	Monthly Payment	Report	OPEX - 012530 8770	R 19 000	R 3 750	R 3 750	R 3 750	R 3 750
Loss of Books	to provide tees for library related workshops and meetings	Tees arranged and provided	ADMIN	Teas provided	Report	OPEX - 012530 8600	R 5 000	R 1 250	R 1 250	R 1 250	R 1 250
Sanitation Fees	Honey Sucker for all libraries		ADMIN	Report	Report	OPEX - 012530 8810 OPEX - 012530 8700	R 4 000 R 3 000	R 1 000 R 750	R 1 000 R 750	R 1 000 R 750	R 1 000 R 750

Water		Water usage for all libraries	Provide water for human consumption (staff and public)	ADMIN	Income and Expenditure Report		OPEX - 012530 6910	R 2 000	R 500	R 500	R 500	R 500	R 500
Building repairs mtrce	To ensure the maintenance of the library buildings	Well maintained libraries	Well maintained libraries	ADMIN	Report		OPEX - 012530 7020	R 30 000	R 7 500	R 7 500	R 7 500	R 7 500	R 500
Casual	To ensure that there is a replacement of staff when needed	To create employment opportunities	mobile Library funded from DSRAC Grant	ADMIN	Report		OPEX - 012530 8115	R 10 000	R 2 500	R 2 500	R 2 500	R 2 500	R 500
	Increase in number of Information Centers (Mobilelibrary) in farm areas			ADMIN	Mobile library launch		OPEX-0125306560	R 1 000	0	0	R 500	R 500	R 500
Improve management of public facilities	Develop policy for public facilities	Policy developed and adopted by Council		ADMIN	Policy		OPEX-0125106560	R 2 000	0	0	R 800	R 300	R 900
Effective administration and maintaining of public community halls and buildings and keep them in a reasonable state to be utilised by the community	audit community halls atleast once a Quarter	Report reflecting the status of the halls submitted	ADMIN	4 consolidated reports per year	reduce number of complaints		OPEX-0125306400	208460	52122.5	78183.75	40000	38183.75	
							OPEX-012510 8115	R 30 000	R 7 500	R 7 500	R 7 500	R 7 500	R 7 500
							OPEX-012510 6354	R 35 000	R 8 750	R 8 750	R 8 750	R 8 750	R 8 750
							OPEX-012510 6400	R 210 000	R 52 500	R 52 500	R 52 500	R 52 500	R 52 500
							OPEX-012510 6440	R 65 000	R 16 250	R 16 250	R 16 250	R 16 250	R 16 250
							OPEX-012510 6448	R 20 000	R 5 000	R 5 000	R 5 000	R 5 000	R 5 000
							OPEX-012510 6551	R 25 000	R 6 250	R 6 250	R 6 250	R 6 250	R 6 250
							OPEX-012510 6560	R 10 000	R 2 500	R 2 500	R 2 500	R 2 500	R 2 500
							OPEX-012510 6630	R 2 200	R 550	R 550	R 550	R 550	R 550
							OPEX-012510 6700	R 165 000	R 41 250	R 41 250	R 41 250	R 41 250	R 41 250
							OPEX-012510 6710	R 65 000	R 16 250.00	R 16 250.00	R 16 250.00	R 16 250.00	R 16 250.00
							OPEX-012510 6740	R 50 000	R 12 500.00	R 12 500.00	R 12 500.00	R 12 500.00	R 12 500.00
							OPEX-012510 6775	R 9 530	R 2 383.00	R 2 383.00	R 2 383.00	R 2 383.00	R 2 383.00
							OPEX-012510 6910	R 10 000	R 4 000.00	R 4 000.00	R 4 000.00	R 4 000.00	R 4 000.00
							OPEX-012510 7020	R 450 000	R 112 500.00	R 112 500.00	R 112 500.00	R 112 500.00	R 112 500.00
							OPEX-012510 7060	R 5 000	R 1 250.00	R 1 250.00	R 1 250.00	R 1 250.00	R 1 250.00
Objective													
Well functioning Council	Establish a well functioned system that contributes to and meets the standards for good governance in terms of transparency, accountability, good working relationships and report implementation of resolutions.	Ensure that Council meetings take place			Signed Agenda & Signed minutes		OPEX - 012547 6560	R100 000.00	1 ordinary meeting R25 000.00	1 ordinary meeting R25 000.00	1 ordinary meeting R25 000.00	1 ordinary meeting R25 000.00	1 ordinary meeting R25 000.00
Enhance effective administration support	Ensure effective and well functioning administration	Agendas delivered and recieved by recipients	ADMIN	4 ordinary meetings	Delivery register		OPEX-012547 6580	R300 000.00	R75 000.00	R75 000.00	R75 000.00	R75 000.00	R75 000.00
	Timous production and delivery of Council agendas			5 days before the meeting. agenda delivered			OPEX-012547 6210	R 15 000	R 3 750	R 3 750	R 3 750	R 3 750	R 3 750
							OPEX- 012547 6580	R2 000.00	R500.00	R500.00	R500.00	R500.00	R500.00
							OPEX-0125476430	R30 000.00	R7500.00	R7500.00	R7500.00	R7500.00	R7500.00
							OPEX - 012547 6780 001	R5 000.00	R1500.00	R1500.00	R1000.00	R1000.00	R1000.00
							OPEX - 012547 7080	R5 000.00	R1250.00	R1250.00	R1250.00	R1250.00	R1250.00
							OPEX-012547 7100	R 5 000	R 1 250	R 1 250	R 1 250	R 1 250	R 1 250
							OPEX-012547 6510	R 2 000	R 500	R 500	R 500	R 500	R 500
							OPEX-012547 6430	R 10 000	R 2 500	R 2 500	R 2 500	R 2 500	R 2 500
							OPEX-012547 6551	R 50 000	0	R 50 000	R 0	0	0
							OPEX-012547 6740	R 30 000	R 7 500	R 7 500	R 7 500	R 7 500	R 7 500
							OPEX-012547 6960	450 000.00	R 112 500.00	R 112 500.00	R 112 500.00	R 112 500.00	R 112 500.00
							OPEX-012547 6770	4 000.00	R 1 000	R 1 000	R 1 000	R 1 000	R 1 000
							OPEX - 012547 6810	8 500.00	R 2 125	R 2 125	R 2 125	R 2 125	R 2 125
							OPEX - 012547 6501	15 000.00	3750	3750	3750	3750	3750

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INFRASTRUCTURAL DEVELOPMENT
DIRECTORATE

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN 2013/2014

Directorate Area	M&A	Outcomes	Resources	Key Performance Indicators	Projects	Ward	Baseline	Indicator	PG Number	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Municipal Potable Water Supply	Basic Service Delivery	Continuous supply of sufficient potable water to meet national compliance standards throughout Ntshaba urban footprints.	Ensure sustainable, reliable and sufficient potable water to meet the growing demands of the Ntshaba Municipality	Water supplied and monitored as per DWA Standards & Guidelines.	Anatolia Water Board Bulk Water Supply Projects : Anatolia Water Board Water Services Provider Contract ; P&S Consultants Water Services Support Contract ; Ogema Engineering Support Contract	All Wards	95% Compliance	Monitoring, evaluation and performance reports	Pg 82	R 774 000 000	R 183 500 000	R 183 500 000	R 183 500 000
	Basic Service Delivery	Reduction in unaccounted water supply	Municipal Water Meter Audit	Reduction in unaccounted water supply	Water Conservation & Demand Management	All Wards	2013 Ntshaba Household Meter Register	Household Meter Register	Pg 82	R 82	R 82	R 82	R 82
	Basic Service Delivery	Augmentation of municipal water supply	Harvesting of rain water	Number of households provided with established rain water tanks, gutters and downpipes	Installation of Rain Water Harvesting Facilities to All Indigent Households	All Wards	Indigent Household Register	Project progress reports, Monthly departmental reports	Pg 100	R 8 000 000	R 2 000 000	R 2 000 000	R 2 000 000
	Basic Service Delivery	Achieve Blue Drop compliance status in all formal supply systems, in a sustainable, affordable and effective manner	Support Internal Management plan to actively ensure that Blue Drop requirements are continuously improved.	DWA Blue Drop Scorecard	ACPI/DWA Support Programme; Water Conservation & Demand Management	All Wards	Improve on 2012/13 Blue Drop Score	Project progress reports, Monthly departmental reports	Pg 82/100	R 200 000	R 50 000	R 50 000	R 50 000
Sanitation	Basic Service Delivery	Efficient utilisation of available resources.	Water Conservation and Demand Management practices	Reduction in unaccounted water and wasteful consumption within indigent households	Ward-based Water Conservation & Demand Management Intervention. Informal plumber support to attend to reported leaks	All Wards	As per 2013 unaccounted water figures	Project progress reports, Monthly departmental reports	Pg 82	R 350 000	R 87 500	R 87 500	R 87 500
	Basic Service Delivery	Increased investment in upgrading of existing infrastructure	Establish new water sources	Measured decrease in water supply shortfalls	Supply Projects: Upgrade to Port Alfred.	All Wards	2013 water source register	Project progress reports, Monthly departmental reports	Pg 82	R 2 316 965	R 579 241	R 579 241	R 579 241
	Basic Service Delivery	Increased investment in maintenance of existing infrastructure	Asset conditional assessments to prioritise appropriate expenditure	Assets maintained to extend longevity of system with maintenance and repairs	Various internally managed repairs and maintenance	All Wards	2013 Annual Budget	Monthly departmental reports	Pg 82	R 2 316 965	R 579 241	R 579 241	R 579 241
	Basic Service Delivery	Relocated waterborne sewerage for all Ntshaba households to increase by 10%/annum	Extend existing sewerage reticulation system networks.	Construction of sewer lines in Ntshaba, Maseru, and Eluphumeni	Construction of sewer lines in Ntshaba, Maseru, and Eluphumeni	7, 10, 4, 3, 6	2013 Ntshaba Asset Register	Project progress reports, Monthly departmental reports	Pg 82	R 19 000 000	R 4 750 000	R 4 750 000	R 4 750 000
Roads	Basic Service Delivery	Relocated waterborne sewerage for all Ntshaba households to increase by 10%/annum	Increase and upgrade Waste Water Treatment capacity	Increase in investment in upgrading existing infrastructure by 10%/annum	Refurbishment of Port Alfred, Kenton and Alexandria Waste Water Systems	All Wards	2013 Ntshaba Asset Register	Project progress reports, Monthly departmental reports	Pg 82	R 4 500 000	R 1 125 000	R 1 125 000	R 1 125 000
	Basic Service Delivery	Achieve Green Drop compliance status in all formal supply systems, in a sustainable, affordable and effective manner	Improve operation and maintenance by ensuring guidelines and skills competence present	Improvement in Green Drop scorecard from previous evaluation	Operation & Maintenance Policy for all municipal sewerage infrastructure	All Wards	2012/13 Green Drop Scorecard	Project progress reports, Monthly departmental reports	Pg 83	R 2014/15 Financial Year			
	Basic Service Delivery	Good quality road built according to applicable standards within the next five years	To improve and upgrade existing road network by using labour intensive Construction Practice	Project progress reports, indicating road improvement quantum	Concrete block paving projects	All Wards	2013 Ntshaba Asset Register	Project progress reports, Monthly departmental reports	Pg 83	R 12 200 000	R 3 050 000	R 3 050 000	R 3 050 000
	Basic Service Delivery	Stormwater management	Reduce flooding potential	Stormwater managed effectively through approved Stormwater Management Plan	Stormwater Management Plan for all towns	All Wards	Stormwater Management Plan	Approved Stormwater Master Plans per town	Pg 83	R 1152	R 1152	R 1152	R 1152
Electricity	Basic Service Delivery	Adequate shelter for all people throughout Ntshaba, reference to low income households	To reduce the number of households living in informal settlements	Reduction in the number of households living in informal settlements	Thornhill Housing Project: Eluphumeni 500 Housing Project	All Wards	Housing Backlog Register	Transfer of Ownership	Pg 83	Included above	Included above	Included above	Included above
	Basic Service Delivery	Adequate shelter for all people throughout Ntshaba, reference to low income households	Identification of housing beneficiaries and registration of beneficiaries in the Ntshaba Housing Needs Register	Beneficiaries registered in the Ntshaba Housing Needs Register	Identification of Thornhill Housing beneficiaries	7	Housing Beneficiary Application Register	Housing Beneficiary Application Register	Pg 83	Included above	Included above	Included above	Included above
	Basic Service Delivery	Adequate shelter for all people throughout Ntshaba with specific reference to low income households	To identify suitable land for future housing developments	Identification of land in Alexandria and Bathurst for future subsidised housing projects	Identification of land in Alexandria and Bathurst for future subsidised housing projects	1, 5	Municipal Land Audit Report	Municipal Land Audit Report	Pg 83	R 100 000	R 25 000	R 25 000	R 25 000
	Basic Service Delivery	To increase the percentage of electricity and street lights as provided by Maselec	To increase the percentage of electricity and street lights as provided by Maselec	Service provider reports as per agreement	Maintenance and repair projects	All Wards	Ntshaba Electrical Network Audit Final Report	Project progress reports, Monthly departmental reports	Pg 83	R 3 000 000	R 750 000	R 750 000	R 750 000
Land	Basic Service Delivery	The community of Ntshaba has access to sufficient supply of electricity and street lights as provided by Maselec and ESKOM	Reduce response time for fixing non functional lighting and supply in Port Alfred & Alexandria	Complaints register	Street and High Mast Light Maintenance and Repair Projects	All Wards	Ntshaba Electrical Network Audit Final Report	Project progress reports, Monthly departmental reports	Pg 83	R 1 168 821	R 292 155.25	R 292 155.25	R 292 155.25
	Basic Service Delivery	Ntshaba Municipality to utilise and manage the available land in a sustainable manner	To reduce the number of land use decisions that are not aligned to the approved SDF	Number of land use decisions that are not aligned to the approved SDF	Review of Spatial Development Framework: Implementation of Town Planning Regulations	All Wards	2013 Encroachment Register	Applications for encroachments, as Council items	Pg 84	Included	Included	Included	Included
	Basic Service Delivery	Ntshaba Municipality to utilise and manage the available land in a sustainable manner	To ensure that all municipal-owned land is accurately evaluated	Municipal Land Task Team Audit Report	Municipal Land Task Team Audit	All Wards	Municipal Land Task Team Audit Report	Municipal Land Task Team Audit Report	Pg 84	Included	Included	Included	Included
	Basic Service Delivery	A well maintained Fleet Management System, to include maintenance, refurbishment, procurement and disposal of fleet	Ensure Fleet Management Control System in all fleet vehicles	Fleet Manager's monthly report	2014 Fleet Management Status Report	All Wards	2014 Fleet Management Status Report	2014 Fleet Management Status Report	Pg 84	R 3 100 000	R 775 000	R 775 000	R 775 000
Building Control	Basic Service Delivery	Monitoring of all Building Plans submitted for compliance	NH-BRC Approval	Building Inspectorate fleet replacement, management Status Report	National Building Regulations	All Wards	National Building Regulations	Project progress reports, Monthly departmental reports	Pg 84	R 2 213 831	R 553 457.75	R 553 457.75	R 553 457.75

Project Area	MPA	Conditions	Simulation	Key Performance Indicator	Powers	Word	Baseline	Evidence	IRB Number	Budget	Duration: Business	Duration: Project	Duration: Transit	Duration: Budget
Fleet Management	Municipal & Institutional Development & Transformation	A well maintained Fleet Management System, to include maintenance, refurbishment, procurement and disposal of fleet.	Replace and upgrade plant and equipment when cost/benefit and affordability determines	Fleet Register, Asset Register	1* Grader, 1* Tipper Truck, 1* Sanitation Tanker, 2* 4*4	All Wards	Fleet Register, Asset Register	Fleet Register, Asset Register	Pg 84					

	Municipal & Institutional Development & Transformation	A well maintained Fleet Management System, to include maintenance, repair, procurement and disposal of fleet.	Decrease misuse & negligence incidents	Decrease number of repairs and breakdowns by 50%	Prescribe and maintain service schedules for all fleet.	All Wards	Project progress reports, Monthly departmental reports	Pg 84	R 350 000	R 87 500 00	R 87 500 00	R 87 500 00	R 87 500 00
	Municipal & Institutional Development & Transformation	Essential community services need to be met, which requires specific vehicles	Replace and upgrade plant and equipment when cost/benefit and affordability deemlines	Fleet Register: Asset Register	1 * Fire Fleet, 1 * Parks Fleet, 1 * Natural Fleet	All Wards	Fleet Register: Asset Register	Pg 84	R 3 100 000	R 300 000	R 1 800 000	R 2 100 000	R 1 000 000
Corporate Governance	Municipal & Institutional Development & Transformation	The policy/strategic framework of the Municipality to corporate requirements, capabilities and effective functioning Municipality within the legislative framework of local government	For the municipality to meet performance targets through effective management of competent municipal officials	Increase in the implementation of legal compliance	Quarterly performance assessments; Skills Development Plan roll-out; Annual Customer Satisfaction survey.	All Wards	Regular departmental and section meetings	Pg 89	Included				
	Municipal & Institutional Development & Transformation	Filling of budgetted vacant positions in line with the municipal organisational structure and Employment Equity Plan	For the municipality to meet performance targets through effective management of competent municipal officials	Number of people employed as per designated groups and in line with Employment Equity Plan	Recruitment and selection of candidates to fill the budgetted vacancies	All Wards	Schedule of vacant posts	Pg 89	To be confirmed				
	Municipal & Institutional Development & Transformation	To maintain sound labour relations	For the municipality to meet performance targets through effective management of competent municipal officials	Disciplinary cases resolved and reduced; Local Labour Forum Meetings planned and held	Regular, planned Local Labour Forum Meetings.	All Wards	Schedule of planned Local Labour Forum Meetings	Pg 89	Included				
Integrated development planning/strategic planning	Municipal & Institutional Development & Transformation	The municipality utilises high quality strategic planning and management processes to organise work, establish inter-governmental relationships and document performance in the municipality	Contribute to the Development of the GDP which is reviewed annually	Increase in the number of quarterly reports that are based on IDP objectives/targets	Integrated Development Plan	All Wards	IDP Review 2014/15	IDP Review 2014/15	Included				

Entity Area	WFA	Objectives	Strategies	Key Performance Indicator	Ward	Realising	Evidence	BP Number	Budget	Quarter 1 Actual	Quarter 1 Target	Quarter 2 Actual	Quarter 2 Target
Expanded Public Works Programme	Create employment opportunities for vulnerable groups through labour intensive projects	Create employment opportunities for vulnerable groups through labour intensive projects	Ensure that projects implemented on EPWP Guidelines	Number of new and existing SMME supported by municipality	All Wards	100 jobs created	Project progress reports	Pg 83/4	Included in Roads KPA				
Economic growth	Number of projects implemented in line with LED strategy	To provide support and enabling environment for establishment of new and existing SMME	To follow EPWP Strategic Guidelines	Improved rates income from economic improvement	All Wards	5 SMMEs	SMME Strategy in place, database and report	Pg 93/4	Included in Roads KPA				

Entity Area	MEA	Question	Response	Key Performance Indicator	Process	Ward	Baseline	End-point	100 Number	Auditor	Quarter 1 Status	Quarter 2 Status	Quarter 3 Status
Budget and Treasury	Overline	Reduce operational cost through management of overtime to employees	Enhance planning skills of supervisors	Decrease overtime by 60%	Project Management and strategic management planning cascaded to supervisors	All Wards	50% reduction in overtime from previous financial year	Monthly Income and Expenditure Reports		As approved			
Budget and Treasury	Budget and Treasury	To revise and complete the entire Municipality's asset register over a period of one year.	To obtain a clean audit report for Nidambe by 2014 by addressing all issues raised by the auditor General in prior years	Percentage of progress made towards maintenance and rehabilitation of Asset register for all infrastructure assets.	Asset register for all infrastructure assets	All Wards	Incomplete Asset Register	Asset register for all infrastructure assets					
Budget and Treasury	Audit Report	Produce financial statements that meet requirements by national treasury/GAAP	To obtain a clean audit report for Nidambe by 2014 by addressing all issues raised by the auditor General in prior years	New asset acquisitions are recorded/captured on a monthly basis.	Asset register for all infrastructure assets	All Wards	Asset Register	Audit Action plan					
Revenue Collection	Revenue Collection	Nidambe is able to raise sufficient revenue (internal and external sources) and manage the assets to meet their responsibilities in terms of service delivery incorporating both capital and operational costs	Increase the quantum of funding sources and fund grants.	Percentage of MIG funds spent	Project Business Plans submitted to funding agencies	All Wards	100% MIG allocation spent	proof of payment schedules and DORA Reports					

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Quantity Unit	Quantity Unit	Quantity Unit	Quantity Unit
R 103 500 000	R 183 500 000	R 103 500 000	Project Management Unit
To be confirmed	To be confirmed		Deputy Directors
R 2 000 000	R 2 000 000	R 2 000 000	Project Management Unit
R 50 000	R 50 000	R 50 000	Deputy Directors
R 87 500	R 87 500	R 87 500	WallSan Supervisors
Included above	Included above	Included above	Project Management Unit
R 579 241	R 579 241	R 579 241	Deputy Directors
R 4 750 000	R 4 750 000	R 4 750 000	Project Management Unit
R 1 125 000	R 1 125 000	R 1 125 000	Project Management Unit
R 3 050 000	R 3 050 000	R 3 050 000	Project Management Unit
To be confirmed	To be confirmed	Director, ID	
R 25 000	R 25 000	R 25 000	
R 750 000	R 750 000	R 750 000	
R 282 155.25	R 282 155.25	R 282 155.25	
R 775 000	R 775 000	R 775 000	
R 553 457.75	R 553 457.75	R 553 457.75	

FINANCIAL MANAGEMENT SERVICES
DIRECTORATE

**NDLAMBE MUNICIPALITY
FINANCE DIRECTORATE
SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN 2014/2015**

Basic Service Delivery (RPA Weight: 25%)

Priority Area	KPA	Objectives	Strategies	Key Performance Indicator	Projects	Word	Baseline	Evidence	IDP Number	Budget	Quarter 1 Budget	Quarter 1 Actual	Quarter 2 Budget	Quarter 2 Actual	Quarter 3 Budget	Quarter 3 Actual	Quarter 4 Budget	Quarter 4 Actual
Free Basic Services	Basic Service Delivery	To provide Free Basic Alternative Energy to all indigent households with no access to electricity by June 2015.	Registration of households that qualify for indigent status. Entering into Service Level Agreement with private Prepaid owners. To provide alternative energy to the public and to deal with all complaints and queries of the public in a manner that will improve relationships with the community and staff.	FBS/FMAE household register / beneficiary list. Signed SLA's with private land Owners. Increase in response time to all requests for alternative energy and written complaints received by finance relating to finance matters to be within 7 days and resolution of complaints to be within 14 days.	All	All	0	Signature list by beneficiaries who have received FBAE	IDP 88(c)	R 425 750	R 125 750	R 100 000	R 100 000	R 100 000	R 100 000	R 100 000	R 100 000	R 100 000
Finance	Basic Service Delivery	To ensure an effective customer care service to all residents	To provide alternative energy to the public and to deal with all complaints and queries of the public in a manner that will improve relationships with the community and staff.	Two staff members at stores to be trained internally to operate financial system	All	All	0	Service level agreement with service provider	IDP 88(c)	R 154 500	51526	R 51 526	R 51 526	R 51 526	R 51 526	R 51 526	R 51 526	R 51 526
							30 Days	Correspondence File	IDP 97(g)	R 89 550	22387	R 22 387	R 22 387	R 22 387	R 22 387	R 22 387	R 22 387	R 22 387
Stores	Basic Service Delivery	To maintain and upgrade the existing financial operations procedures at stores for 2014/2015 to ensure an efficient functionality and service delivery to all directorates and suppliers	To provide alternative energy to the public and to deal with all complaints and queries of the public in a manner that will improve relationships with the community and staff.	Two staff members at stores to be trained internally to operate financial system	All	All	Daily	Order and Issuing sheets	IDP 96 (h)	R 685 200	171300	R 171 300	R 171 300	R 171 300	R 171 300	R 171 300	R 171 300	R 171 300
							1	Invoice / Payment Voucher	IDP 96(f)	R 10 000		R 10 000						
										R 1 365 080								

Managerial and Institutional Development and Transformation (RPA Weight: 25%)

Priority Area	KPA	Objectives	Strategies	Key Performance Indicator	Projects	Word	Baseline	Evidence	IDP Number	Budget	Quarter 1 Budget	Quarter 1 Actual	Quarter 2 Budget	Quarter 2 Actual	Quarter 3 Budget	Quarter 3 Actual	Quarter 4 Budget	Quarter 4 Actual
Administration	Municipal & Institutional Development & Transformation	To promote safeguarding of confidential matters and documentation	In terms of legislation all relevant confidential documentation must be destroyed	Destroy all relevant confidential documents	Procure a shredder	All	0	Payment vouchers / Order forms	IDP 96(f)	R 30 600			R 30 600					
Personnel					Removal of offices	All	Built in cabinets and carpets	Payment vouchers / Order forms	IDP 89(d)	R 73 796			R 73 796					
					Budget plan prepared in accordance with applicable legislation and adopted by Council	All	1	Budget Process Plan	IDP 97(g)	R 59 000								
Budget	Municipal & Institutional Development & Transformation	To coordinate 2014/2015 budget process from the planning stage to the finalisation stage.	To meet all legislated matters relating to the budget	All budget related policies are annually updated and budget related policies are mutually consistent and credible.	Council resolution and reviewed policies	All	8	Council resolution and reviewed policies	IDP 97(g)	R 73 250			R 73 250				R 23 250	
					Consolidation of budget submissions from directorates into a documents as required by Schedule 1 of the new regulations.	All	1	Budget Documents	IDP 97(g)	R 388 250			R 150 000				R 238 250	
					Completion of 22 program Modules.	All	2	Attendance register	IDP 89(b)	R 88 500								
Revenue					Additional Staff for Credit Control	All	0	Indices for new company and monthly management reports	IDP 95(h)	R 4 850			R 4 850					
					Daily Uninterrupted Electricity Sales Service	All	2	Invoice / proof of payment	IDP 110(3)	R 7 500								
					Access to a dedicated Desktop	All	0	Invoice / proof of payment	IDP 110(3)	R 208 000			R 20 000					
					Daily Generation of Electricity Coupons	All	3	Invoice / proof of payment	IDP 110(3)	R 3 500					R 3 500			
					1 x Cash Receipting Printer	All	3	Invoice / proof of payment	IDP 110(3)	R 2 500								
					Procurement of bank returned notes	All	3	Invoice / proof of payment	IDP 90(b)	R 3 200					R 2 500			
					Improved working Conditions	All	2	Invoice / proof of payment	IDP 95 (h)	R 28 500					R 3 200			
					Reduced number of check readings	All	6	Meier reading reports	IDP 95 (h)	R 63 954			R 28 500					
					Attendance Register / Certificates	All	2	Attendance registers / Registration forms	IDP 88(b)	R 60 250			R 14 560				R 83 954	
Supply Chain Management	Municipal & Institutional Development & Transformation	Finalise Task Grading of all SCMU Posts by 01 July 2014	Take up the offer of assistance and submit job evaluations to the Task Grade Unit	Implement the Task Grade Unit confirmation by the Task Grade Unit	Payroll system implemented	All	2	Payroll system implemented	IDP 96 (a) 1	R 135 000			R 32 500				R 14 560	
					Two staff members at stores to be trained internally to operate financial system effectively as well as externally to be able to submit Excel related reports	All	0	Stores Item Valuation report - quantities and values of stock to balance back to stock on hand and bin cards	IDP 89(c)	R 15 000							R 15 000	
Stores	Municipal & Institutional Development & Transformation	Upgrade store building and replace shelving and stock card holders	Installing new shelves and bincard holders	Procurement of new shelves, bincard holders	Procurement of one fridge and two chairs	All	0	Invoice and Payment Vouchers	IDP 95 (h)	R 50 000								
					Procurement of office equipment	All	0	Involved of goods procured	IDP 95 (h)	R 6 000			R 6 000					

Priority Area	KOA	Objectives	Strategies	Key Performance Indicators	Initiatives	Work	Baseline	MDP Number	Budget	Quarter 1 Budget	Quarter 1 Actual	Quarter 2 Budget	Quarter 2 Actual	Quarter 3 Budget	Quarter 3 Actual	Quarter 4 Budget	Quarter 4 Actual
Finance	Municipal & Institutional Viability & Transformation	Improve on audit outcomes	Audit action plans and audit programs developed to guide all finance staff to rectify issues raised by the Auditor-General in previous years	To half the number of qualifications and emphasis of matter on finance related issues on the audit report for the 2013/2014 financial year	All	2 Qualification 128 Emphasis of Matter	R 3 530 125	IDP 96 (i)	R 275 250	R 275 250		R 580 250		R 2 600 250		R 114 375	
			To capacitate the administration staff to be able to offer an ongoing service to stakeholders	Two staff members are trained - one in competency and update the finance affairs - one in secretarial and general finance matters	All	2	R 125 750	IDP 96(j)	R 32 500	R 32 500		R 58 120		R 20 250		R 13 880	
R 5 014 525																	
Municipal Financial Viability & Management (RPA Weight: 25%)																	
Budget	Municipal Financial Viability and Management	To strengthen internal controls on unauthorised expenditure in 2014/2015 financial year	Monitor all expenditure related documentation	Record all unauthorised expenditures into the register on a monthly basis. Advise Council on unauthorised expenditure on a quarterly basis. Implement new GRAP standards.	All	0	R 795 250	IDP 96(i)	R 198 810	R 198 810		R 198 810		R 198 810		R 198 810	
Financial Statements		Maintain GRAP Compliance and MFMA in preparation of the 2014/2015 financial statements	Reduce the number of audit findings	Record all MFMA disclosures in the AFS checklist and compare them with the NT	All	0	R 1 265 620	IDP 96(j)	R 415 130	R 415 130		R 415 130		R 415 130		R 415 130	
Reporting		Improve Ndlambe Municipality's DORA reporting requirements during 2014/2015 financial year.	Produce the number of audit findings by required due dates	Appoint GRAP expert for advice and support. Appoint PRCMA and Long Service Awards consultants. Close the municipality's financial system on the 1st of March and are on the reporting timeframes. Create monthly reporting checklist for all reports to all relevant stakeholders. Complete a list of assets acquisitions balanced with monthly basis.	All	0	R 268 500	IDP 96(e)	R 66 625	R 66 625		R 66 625		R 66 625		R 66 625	
Assets	Municipal Financial Viability and Management	Proper controls to manage Council assets	Perform half yearly asset verifications	Perform half yearly asset verifications	All	2013/2014 additions list	R 88 400	IDP 96 (c)	R 22 100	R 22 100		R 22 100		R 22 100		R 22 100	
Insurance		Ensure that all Ndlambe municipality's assets are fully insured by end of financial year	Safeguarding of all Council assets	Update asset register on a monthly basis. Enter into a short term insurance. Update the insurance portfolio on a monthly basis.	All	2013/2014 additions list	R 145 000	IDP 96 (i)	R 36 975	R 36 975		R 36 975		R 36 975		R 36 975	
Investments	Municipal Financial Viability and Management	To account, safeguard and build up capital replacement reserves of the municipal assets 2014/2015 financial year	Develop an improved expenditure control system and practices	Attend to all reported insurance claims	All	2013/2014 additions list	R 100 500	IDP 96(j)	R 25 000	R 25 000		R 25 000		R 25 000		R 25 000	
		To maintain and upgrade the existing financial operations and procedures	Salaries and salary deductions paid by relevant due dates	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 48 750	IDP 95(01)	R 12 400	R 12 400		R 12 400		R 12 400		R 12 400	
Creditors	Municipal Financial Viability and Management	Enhance and maintain productivity and moral of staff component	Submission of VAT and SARS returns before due date	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 224 500	IDP 95(01)	R 56 125	R 56 125		R 56 125		R 56 125		R 56 125	
		Ndlambe Municipality to meet all payments to SARS by due date and claim all money due by SARS on VAT immediately	Salaries and salary deductions paid by relevant due dates	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 20 000	IDP 95(01)	R 5 000	R 5 000		R 5 000		R 5 000		R 5 000	
		Maintain an effective and efficient filing system before end of financial year to ensure information relating to payments	Submission of VAT and SARS returns before due date	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 15 000	IDP 95(01)	R 3 750	R 3 750		R 3 750		R 3 750		R 3 750	
		To ensure and maintain provision for sufficient cashflow	Submission of VAT and SARS returns before due date	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 38 250	IDP 95(01)	R 9 562	R 9 562		R 9 562		R 9 562		R 9 562	
		To undertake valuations of properties in Ndlambe to be able to raise the property Rates	Compilation of a Supplementary Valuation Roll - Ensuring that all properties are valued and billed accurately. Allocation of rebates to all rateable properties.	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 450 000	IDP 95(01)	R 112 500	R 112 500		R 112 500		R 112 500		R 112 500	
		To ensure that all properties are valued	Compilation of a Supplementary Valuation Roll - Ensuring that all properties are valued and billed accurately. Allocation of rebates to all rateable properties.	Ensure cash flow register on a monthly basis.	All	2013/2014 additions list	R 67 500	IDP 95(01)	R 16 875	R 16 875		R 16 875		R 16 875		R 16 875	

Revenue	Municipal Financial Viability and Management	Administrative compliance with Municipal Property Rates Act.	Dissemination of Valuation Appeal Based on VAB decisions to objectors	VAB Hearing Schedule / Timetable	Compilation of Valuation Appeal Based on VAB decisions to objectors	2013/14 Signed Decisions	Signed VAB Decisions	Employment contract	IDP 95(b)	R 75 000							R 75 000
		Printing of Monthly Statements immediately	All date capturing and recording to be done by the 1st of each consecutive Month	Accounts file to be dispatched by the 5th of each month	Identification of all preprinting schedules and ensuring that they are completed by the 4th of each	ALL	7th of each Month	CAB Report reflecting on previous Date	IDP 95(c)	R 400 000	R 120 000	R 120 000					R 120 000
		Improve on debt collection by migrating to pre-paid metering	Identification and migration of all pre-paid metering devices	A Prepaid Electricity migration and prepaid water institution list	Development of a list of consumers to be migrated.	0	No of installation against identified households	No of installation against identified households	IDP 95(d)	R 40 000	R 12 250	R 12 250					R 12 250
		Accessibility of prepaid services	Increased number of vending points, encouragement of consumers to use external vending services	Third party sales reports with increase in "Third Party" vendor sales	Payment of commission	Current "Third Party" Sales of R 243,221.39 p.m.	Monthly Service Provider-Remittance sheet Report	Third party reports	IDP 95(e)	R 55 500	R 18 500	R 18 500					R 18 500
		Increased number of paypoints for pre-paid sales	Investigate new possible agents providing the service	Appointment of additional agents		All	2 pay points	SLA	IDP 95(f)	R 17 250	R 17 250						
		Ensure all consumers/households are billed for services rendered or consumed	Ensuring that all properties with improvements have meters	Report on properties with meters		16000 E & W Meters	Report on new installations	Report on new installations	IDP 95(g)	R 32 750	R 8 180	R 8 180					R 8 210
		Improve Municipal Debt collection Rate	Linking of services for billing to each consumer account and reading meters regularly	Report on services billed per household relative to total household direct.	Analysis of the billing system	Unmetered = 27797 metered (WAE) = 16385 meters	Services Billed assessment report	Services Billed assessment report	IDP 95(h)	R 35 750	R 8 930	R 8 930					R 8 960
		Subsidies indigents for rates on their properties in line with National Policy	Registration of all qualifying households	Subsidies all indigents rates	Valuation analysis report to reflect valued properties vs registered properties	0	Valuation Assessment report	Valuation Assessment report	IDP 95(i)	R 22 250	R 1 125	R 1 125					R 1 125
		Ensure indigent households are identified and registered for financial assistance	Check to spot household based on the National Policy provisions i.e. Old age pensioners not to renew	No of indigents Households in the indigent register	Monthly prepaid deductions	2012/13 Collection rate (66.7%)	Annual Billing versus receipts Report	Monthly Debtors Aging Analysis Report	IDP 95(j)	R 578 500	R 144 625	R 144 625					R 144 625
		Capacity of the Supply Chain Management Unit on skill resources during the end financial year.	Send 3 SCMU staff to relevant trainings, workshop, seminars etc.	Enrol 1 x SCMU Manager on minimum Treasury guidelines (To be completed by December 2014)		All	0	Enrolment forms	IDP 95(k)	R 120 250	R 30 060	R 30 060					R 30 060
Municipal Financial Viability and Management	Supply Chain Management	To ensure that the Purchase Order Issuing process is effected on a permanent basis in compliance with SCM Best Practices	Fill the one vacant post on the budgeted & approved supply chain unit program	The filling of the permanent posts and provide required facilities	Procurement of office furniture and equipment	All	0	Invoices	IDP 95(l)	R 122 000	R 12 625	R 12 625					R 12 625
		Ensure stock is available in finance to issue to internal finance staff when required	To maintain stock levels of all stationary held at the finance, suppliers and issue stationary to internal staff as required	Procurement and issuing of stationary for internal finance staff on a daily basis		All	Daily	Requisition sheets	IDP 96(i)	R 57 800	R 14 450	R 14 450					R 14 450
			To maintain stock levels of all stationary held at the finance, suppliers and issue stationary to internal finance staff when required	Procurement and issuing of teas for internal finance staff on a daily basis		All	Daily	Requisition sheets	IDP 96(j)	R 26 000	R 6 500	R 6 500					R 6 500
Budget and Treasury	Governance and Public Participation	Invitation notices to invite contractors to the values decision and against the value's decision.	Relevant advertisements and tend handling is done within regulated time frames	Budget plan prepared in accordance with applicable legislation and adopted by Council		All	1	Budget Process Plan	IDP 96(k)	R 18 900	R 18 900						
		To improve communication of the budget process	Develop a budget plan detailing all processes and due dates to be followed during the budget process			All											

Project Area	KPA	Objectives	Strategies	Performance Indicator	Projects	Word	Baseline	Evidence	IDP Number	Budget	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Quarter 1 Budget	Quarter 2 Budget	Quarter 3 Budget	Quarter 4 Budget
Valuations	Governance and Public Participation	Involve property owners in finalising their property values	Invitation notices to invite contractors to the values decision and against the value's decision.	List of objections		All	0	Payment Order number for notice released in Local newspaper and Municipal website.	IDP 96(k)	R 228 520								R 228 520
Budget and Treasury	Governance and Public Participation	To improve communication of the budget process	Develop a budget plan detailing all processes and due dates to be followed during the budget process			All	1	Advertisement and notices	IDP 97(g)	R 28 750	R 20 000				R 8 750			
						All		Budget Process Plan	IDP 98(j)	R 18 900	R 18 900							

